

March 10, 2010

**ITEM NO. B6**

**RECOMMENDATION TO AWARD A CONTRACT FOR DUPLICATION,  
DISTRIBUTION AND OPTICAL CHARACTER RECOGNITION SERVICES FOR THE  
OPENING OF THE GENERAL FAMILY WAIT LIST TO PITNEY BOWES  
MANAGEMENT SERVICES, INC**

To the Honorable Board of Commissioners:

**RECOMMENDATION**

It is recommended that the Board of Commissioners approve the attached resolution authorizing the Chief Executive Officer or his designee to enter into a service agreement with Pitney Bowes Management Services, Inc. for duplication, distribution and Optical Character Recognition services for a one year base term in an amount not to exceed \$608,290.00, with one (1) 1-year option period.

**RECOMMENDATION SUMMARY**

**Vendor:** Pitney Bowes

**Specification No.** 10-00476

**Contract Type:** Not-to-Exceed

**Term:** One Year

**Option Period:** One Year

**Contract Amount:** \$608,290.00

**Advertisement Publications:**

Chicago Sun-Times, Chicago Defender  
El Dia; Posted on CHA website and BuySpeed

**Date Advertised:** January 26, 2010

**Pre-Proposal Conference:** February 2, 2010

**Proposal Due Date:** February 22, 2010

**No. of Firms Solicited:** 79

**MBE** 6 **WBE** 5 **DBE** 2

**No. of Pick-ups:** 39

**No. of Proposals Received:** 1

**M/W/DBE/Participation:**

Direct: \_\_\_\_% MBE 11% WBE \_\_\_\_ DBE

Waiver \_\_\_\_ (Yes/No)

**Section 3:**

5 (#) Hiring \_\_\_\_ (\$) Subcontracting \_\_\_\_ (\$) Other Economic Opportunities

**EXPLANATION**

The CHA plans to open the General Family Public Housing Wait List in FY2010. The CHA is required to duplicate and distribute applications and related materials to approximately 500 locations. These locations include all property management companies, partners, external stakeholders, and a variety of public venues including libraries and community centers.

Examples of these documents include Public Housing Wait List Applications and Frequently Asked Questions materials.

Pitney Bowes was selected by exigency and sole source due to inadequate competition. Only one vendor submitted a proposal for review, in response to RFP 10-00476. The vendor has extensive experience with scanning documents through Optical Character Recognition. They have committed to duplicating and distributing materials within a rapid development timeframe in conjunction with the needs of the project. Additionally, the company has the equipment and infrastructure that will meet the high volume demands of the project.

### **PROCUREMENT HISTORY**

On January 27, 2010, the CHA advertised a Request for Proposal (RFP), No. 10-00476. The bidding period was open to interested vendors for a period of 21 days. The RFP was advertised in the Chicago SunTimes, Chicago Defender, and El Dia newspapers, as well as notification posted on the CHA website and in BuySpeed. In addition, notification was sent to 44 Assist Agencies for provision to their member list. Three (3) separate Addendums to the solicitation were issued on January 29, February 4, and March 8, 2010, respectively. A pre-proposal conference was held at the CHA on February 2, 2010, at which a discussion of the requirements and scope of services was held. One (1) proposal was received on February 22, 2010, and was evaluated and scored by a designated team of CHA employees. A discussions and clarifications meeting was held with the Respondent, Pitney Bowes Management Services on March 3, 2010, after which a Best and Final Offer (BAFO) was requested and received on March 4, 2010. Following review of the BAFO submitted by Pitney Bowes, additional discussions took place regarding the length of the contract term and pricing for the option period, and the Respondent was asked to revise their previously submitted BAFO. The revised BAFO was received on March 8, 2010.

Based on the foregoing, it is in the best interest of the CHA that the Board of Commissioners authorize the Chief Executive Officer or his designee to enter into a service agreement with Pitney Bowes Management Services, Inc. for duplication, distribution and Optical Character Recognition services for a one year period, in an amount not to exceed \$608,290.00 with one, 1-year option.

**RESOLUTION NO. 2010-CHA-30**

**WHEREAS,** The Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated March 10, 2010, entitled “Recommendation to Award a Contract for Duplication, Distribution and Optical Character Recognition Services for the Opening of the General Family Waitlist”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby authorizes the Chief Executive Officer or his designee to enter into a service agreement with Pitney Bowes for duplication, distribution and Optical Character Recognition services for a one year term in an amount not to exceed \$608,290.00, with one, one-year option.

